

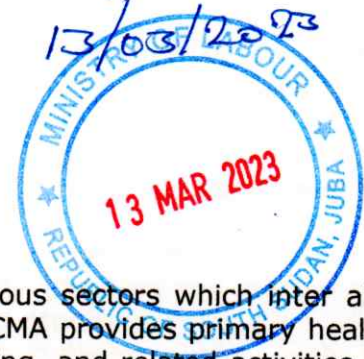


**Christian Mission Aid**  
*where the resources meet the needs*

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Approved  
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### JOB DESCRIPTION

**Job Title:** Health Program Manager  
**Reports to:** Country Director  
**Supervises:** Health Staff  
**Duty Station:** Juba with frequent travel to the field



#### General Functions / Responsibilities:

CMA through its South Sudan program intervenes in various sectors which inter alia include nutrition, WASH and health. In the health sector, CMA provides primary health care, health personnel training, health system strengthening, and related activities to communities living within the CMA project areas. The PHC program includes Curative Care, MCH, EPI and Health Education services.

CMA has supported PHC programs in various Counties in South Sudan since 1993. CMA has been building the capacity of the local staff over the years and the Health Program Manager position is considered as one of the most critical and strategic cadres in the health management stratum. The Health Program Manager will provide technical and management oversight for the implementation of all health programming across the field offices, acting as the central point for coordination, planning, delivery and monitoring. This role requires excellent liaison and coordination with sectoral Program managers (Nutrition, WASH) field, regional, HQ technical staff and partners. The Health Program Manager will represent, share information and advocate for CMA at donor and inter-agency meetings at State and also national level, when required.

#### Position Responsibilities and Duties:

##### Coordination and Management of Health Programs

1. Manage quality projects implementation, including allocation of resources and ensuring that appropriate controls are maintained at all levels.
2. Ensure quality project implementation through coordination and direct monitoring of project activities to ensure all projects are completed on time, within budget, and achieve their objectives.
3. Ensure that donor rules and regulations as well as humanitarian standards including cluster guidelines are known and followed by CMA teams.
4. Ensure project follows CMA South Sudan policy and best practices, especially for community participation, conflict sensitivity and Do NO Harm.
5. Ensure lessons learnt and best practices are documented and disseminated across CMA South Sudan and where relevant CMA Global.
6. Provide technical support to projects where relevant.
7. Ensure proper budget follow up, projections and budget re-alignments where needed.
8. Ensure quality and timely reports to the donors are prepared and submitted in coordination with Country Director.
9. Proactively identify and analyze areas of risk and advise project team on solutions and preventative measures related to CMA's goals and the technical area of the project





10. In close collaboration with M&E as well as Communications department develop compelling stories summarizing CMA's work for a variety of audiences and seek opportunities to disseminate knowledge, key learnings, and products developed through the project implementation.
11. Line management of Health Coordinator who will be responsible for direct management and oversight of the respective activities and County health teams.

### **Personnel Management and Capacity Building**

1. Oversee the recruitment, management and training of the national health program staff in each field site.
2. Lead capacity building Programs for CMA health team through on-the-job training, particularly in areas related to program planning, financial planning and monitoring, procurement planning, record keeping, data analysis and reporting.
3. Support staff management and capacity building as outlined above, with an emphasis on remote management approaches.
4. Communicate tasks, timelines, goals, and other necessary updates to staff involved in the health program.
5. Monitor implementation of the various health program activities through day-to-day coordination, analysis and review of data, field visits, and problem solving.
6. Maintain current knowledge of trends and issues in health care, health legislation and related topics.

### **External Representation, Coordination, Policy and Advocacy**

1. Establish and consolidate relationships with partners, including national and international NGOs, UN/cluster partners, donors and relevant government representatives for improved project implementation and to position CMA as a credible, effective humanitarian organization in South Sudan.
2. In close coordination with CMA country management members, effectively liaise with donors and other agency representatives related to emergency response and developmental programming.
3. Represent CMA at field-level (County level as needed) stakeholder forums humanitarian and development meetings, including donor and inter-agency coordination meetings.
4. Lead on health-related policy and advocacy issues, in coordination with the Head of Programs; maintaining timely and accurate information on humanitarian issues such as access, inclusion etc.

### **Program Planning and Development**

1. Scope and design new programs - conduct rigorous background research, stakeholder consultations, lead comprehensive design process, develop programs and metrics, etc. that are in line with CMA and other partner's strategy
2. In close coordination with the Head of Programs and Country Director, maintain effective communications with donors by tracking trends and anticipating the likelihood of funding opportunities.
3. Support Country Director in securing new funding opportunities for health Programs, including technical input and proposal and budget development.

### **Other**

1. Provide technical input to CMA emergency and disaster preparedness planning.
2. Undertake additional activities as required by CMA country team and/or as requested by the leadership







### **Position Requirements:**

- Bachelor's degree in Public Health or health related field; Master's degree will be an added advantage
- Minimum of five years' field health program experience including at least 3 years of management;
- Strong verbal and written skills as well as ability to multi-task effectively;
- Experience working in a complex humanitarian context; preferably in an ethnic conflict environment
- Outstanding interpersonal skills, particularly when dealing with staff and multi-cultural teams;
- Solid programmatic, financial, and organizational planning skills;
- Excellent oral communication skills and writing ability in English;
- Familiarity with key international standards for humanitarian work (e.g. CP Minimum Standards, SPHERE, HAP Principles);
- Experience managing humanitarian and health systems strengthening programs
- Experience managing multi donor funded programs,

### **CMA Values:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Christian values
- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

### **How to apply**

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and copies of Nationality ID, Academic documents & relevant certificates to [hr@cmaidafrica.org](mailto:hr@cmaidafrica.org) & copy [sudandirector@cmaidafrica.org](mailto:sudandirector@cmaidafrica.org)

Hard copies of applications will also be received at CMA Juba Office, Facebook Road, Atlabara before closing date of 31<sup>st</sup> March 2023 at 5.00 pm CAT.

***The position must be clearly indicated in your subject-line or envelop.***

### **Please note that:**

- This position is open to South Sudanese nationals.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted for interviews.
- Due to the urgency in filling the position, applications will be reviewed on daily basis.

